

Excluding Files and Folders from Backups

<https://campus.barracuda.com/doc/93197298/>

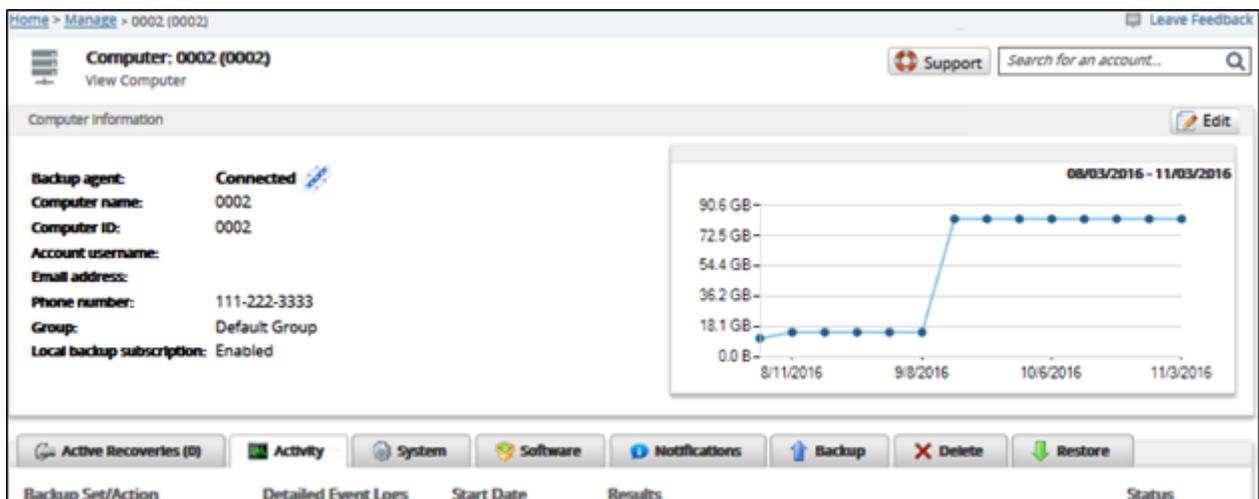
You may want to exclude files to reduce data storage size. You can exclude files from a File and Folder backup set by:

- Manually Excluding Files and Folders
- Using Wildcard Exclusions

Manually Excluding Files and Folders

To manually exclude files and folders from a backup set, perform the following steps.

1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.



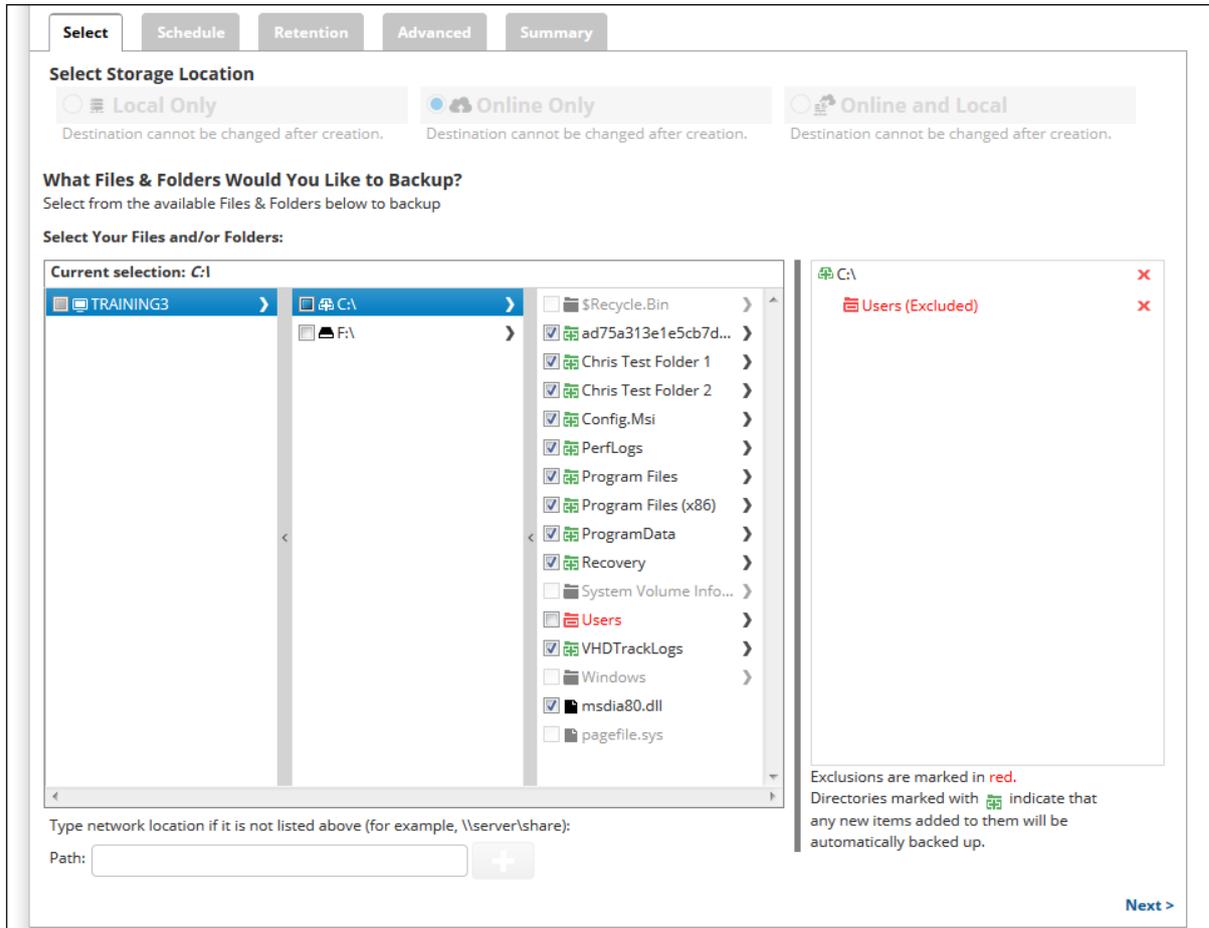
2. Click the Backup tab. The Backup Selections page is displayed.

Backup Selections Export Backup Selection

Backup Type	Type	Backup Set	Run	Next Backup	Scheduled	Remove
Files and Folders (1)		Files and Folders 1		11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	
Physical Imaging Rapid Recovery		Hyper-V Standard 1		11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	
Physical Imaging Standard		Hyper-V Rapid Recovery		--	<input type="checkbox"/>	
<i>Hyper-V Standard (1)</i>		Hyper-V Rapid Recovery 1		Recurring	<input checked="" type="checkbox"/>	
<i>Hyper-V Rapid Recovery (2)</i>						
VMware Standard						
VMware QuickSpin						
SQL Server						
Exchange Information Store						
Exchange Mailbox Level						
System State						

1 - 4 of 4 items

- Click the Edit icon  next to the backup set you want to change. The Select page is displayed.



Select | Schedule | Retention | Advanced | Summary

Select Storage Location

Local Only | Online Only | Online and Local

Destination cannot be changed after creation. | Destination cannot be changed after creation. | Destination cannot be changed after creation.

What Files & Folders Would You Like to Backup?
 Select from the available Files & Folders below to backup

Select Your Files and/or Folders:

Current selection: C:\

TRAINING3 | C:\

- \$Recycle.Bin
- ad75a313e1e5cb7d...
- Chris Test Folder 1
- Chris Test Folder 2
- Config.Msi
- PerfLogs
- Program Files
- Program Files (x86)
- ProgramData
- Recovery
- System Volume Info...
- Users
- VHDTrackLogs
- Windows
- msdia80.dll
- pagefile.sys

C:\ | Users (Excluded)

Exclusions are marked in red.
 Directories marked with  indicate that any new items added to them will be automatically backed up.

Type network location if it is not listed above (for example, \\server\share):
 Path: +

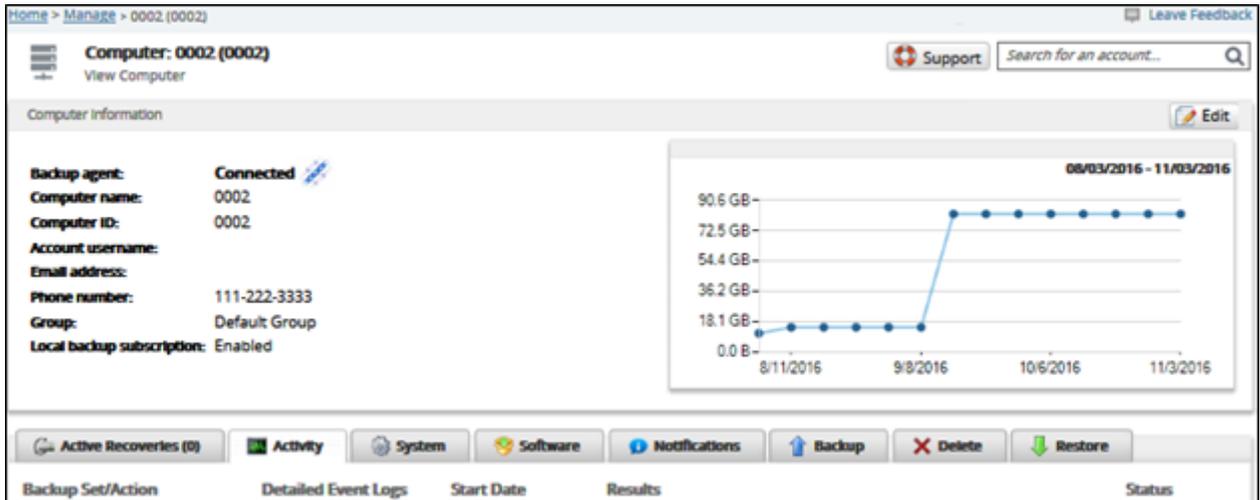
Next >

4. Clear any selected files or folders check boxes you want to exclude.
Note: Excluded items display in red in the right panel.
5. Click the **Update Backup Set** button at the bottom to save your changes.

Using Wildcard Exclusions

To exclude files and folders with wildcard flags, perform the following steps.

1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.



Home > Manage > 0002.(0002) Leave Feedback

Computer: 0002 (0002)
View Computer Support Search for an account...

Computer Information Edit

Backup agent: **Connected**
 Computer name: 0002
 Computer ID: 0002
 Account username:
 Email address:
 Phone number: 111-222-3333
 Group: Default Group
 Local backup subscription: Enabled

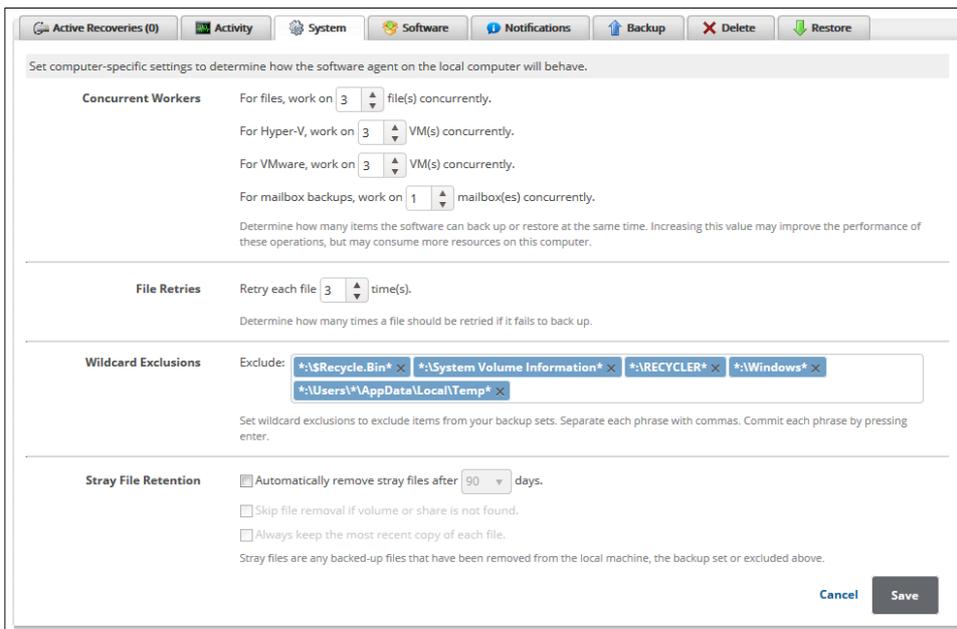
08/03/2016 - 11/03/2016

Date	Backup Size (GB)
8/11/2016	18.1
9/8/2016	18.1
10/6/2016	90.6
11/3/2016	90.6

Active Recoveries (0) Activity System Software Notifications Backup Delete Restore

Backup Set/Action Detailed Event Logs Start Date Results Status

- Click the **System** tab.
The System page is displayed.



Active Recoveries (0) Activity System Software Notifications Backup Delete Restore

Set computer-specific settings to determine how the software agent on the local computer will behave.

Concurrent Workers For files, work on file(s) concurrently.
 For Hyper-V, work on VM(s) concurrently.
 For VMware, work on VM(s) concurrently.
 For mailbox backups, work on mailbox(es) concurrently.
 Determine how many items the software can back up or restore at the same time. Increasing this value may improve the performance of these operations, but may consume more resources on this computer.

File Retries Retry each file time(s).
 Determine how many times a file should be retried if it fails to back up.

Wildcard Exclusions Exclude:
 Set wildcard exclusions to exclude items from your backup sets. Separate each phrase with commas. Commit each phrase by pressing enter.

Stray File Retention Automatically remove stray files after days.
 Skip file removal if volume or share is not found.
 Always keep the most recent copy of each file.
 Stray files are any backed-up files that have been removed from the local machine, the backup set or excluded above.

Cancel Save

- At the Wildcard Exclusions section, click the **Exclude** field and then enter the wildcard flag.
Note: Clicking the **X** next to a wildcard flag deletes it.
- Click the **Save** button.

About Wildcard Exclusions

Wildcard exclusions work by searching a file's path (e.g. "C:\Users\Intronis\topsecret.jpg") for matches. Any file path that matches the wildcard exclusion is excluded.

The following examples explain how wildcard exclusions behave:

- Wildcard exclusion flags use combinations of asterisks and character strings. The character string specifies what is targeted while asterisks tell the software what to ignore. The wildcard flag *.jpg targets all files with the (.jpg) extension regardless of what the file is named or where it is located.
- The wildcard flag *\Intronis* targets any folder with the exact name "Intronis" regardless of where it is. Excluding a folder excludes all of the contents of that folder. If one wanted to exclude folders that just had "Intronis" in their name, a better wildcard flag would be **Intronis**.
- A more selective wildcard flag can target folders by using *:\Users*. Only folders located at the root directory of a drive or partition with the exact name "Users" are targeted. Also, wildcard flags with the form *\Users\Intronis* excludes folders with the exact name "Intronis" but only if they are in a parent folder called "Users". The wildcards *\Intronis** and **Intronis* only excludes folders with "Intronis" at either the beginning or the end of their name, respectively.
- To be more selective in the exclusion of files, add parts of the file name instead of the file extension. The wildcard flag *secret.jpg targets all files whose name ends in "secret" and have the (.jpg) extension. Also, the wildcard flag *\topsecret.jpg excludes all files with the exact name "topsecret" and the (.jpg) extension.
- Exclude files based on part of the file name using *top*.jpg or *\top*.jpg. However, if there is a folder with "top" in its name, it also is targeted using this exclusion rule.

You can make a Preferences template that contains wildcard exclusions and apply that template to individual computer accounts, entire client accounts, or groups. See

[Preferences, Notification, and Overage Alerts Templates.](#)

Figures

1. campus computer page.png
2. campus bu select.png
3. campus edit icon.png
4. excludefolder.png
5. campus computer page.png
6. systemsettings.png

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